



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON HEIDELBERG**  
**UNIT 29237**  
**APO AE 09102-9237**

IMEU-HEI-HR

25 April 2006

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Standing Operating Procedure (SOP) # 01S, Command Policy Memorandums**

1. Reference AR 25-50, Preparing and Managing Correspondence.

2. This letter provides guidance and serves as the sample for the preparation and issuance of USAG Heidelberg Command Policy Memorandums.

a. Command Policy Memorandums will be issued to cover a policy that has not yet been issued in an authorized publication. Once the policy has been incorporated into a publication, the Command Policy Memorandums will be reviewed and a decision made to rescind or leave the memorandum in force.

b. Command Policy Memorandums can emphasize specific areas that may or may not be covered in Army, Army in Europe, Installation Management Agency (IMA) or other organization publications. The Memorandums may be issued as statements of policy concerning special-interest areas, such as equal opportunity or open door policy, when required by HQDA.

c. Command Policy Memorandums and procedures will be published in a consecutively numbered series. When memorandums in a published series are rescinded, the numbers of other memorandums in the series remain unchanged. The web site will show current policy numbers by memorandum title, date and proponent. USAG Heidelberg procedure memorandums are designated with the letters "A" or "S" to indicate their status as Standing Operating Procedures (SOP). Letters unique to the Heidelberg Community are represented by the letter "C", as in 34C.

3. Policy preparation guidance is enclosed. Memorandums will be posted to the USAG Heidelberg web site in PDF format. Policies bearing the signature of the Commander of the USAG Heidelberg will have no expiration date. They will be updated and replaced when necessary, and will become obsolete on change of command.

Encl  
as

/s/  
JOSEPH PALERMO  
Adjutant

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## Policy Preparation Guidance

Command Policy Memorandums, Staff Memorandum, Informal Memorandum: USAG Heidelberg staff offices are responsible for developing, coordinating, and publishing policy. The Commander will sign Command Policy Memorandums. Proponents (staff elements, USAG Heidelberg) will:

1. Recommend policy memorandums when directed by Army, Army in Europe, IMA or other references. Recommend other policy memorandums to implement requirements of immediate importance that will be directed by a later publication. Recommend policy memorandums in specific areas that may be covered in other publications but considered important enough to merit special attention or continual oversight. Policy memorandums will not duplicate other policies or information in higher-level publications.
2. Staff proponents will submit staff action summaries (SAS) to recommend Command Policy Memorandums. The SAS will transmit the recommended policy, prepared in memorandum format, prescribed by the above reference. Complete all coordination requirements before submission to the Chief of Staff (CS). The reference page(s) that support publication of the recommended policy will be included. Proponents will include the computer disk with the SAS and recommended policy memorandum on it.
  - a. Limit Command Policy Memorandums to two pages. The CS can approve exceptions.
  - b. Command Policy Memorandum format will always show references in the first paragraph (publication, title, date). Only the references listed in Army, Army in Europe, IMA and similar web sites, e.g., U.S. Army Publications Agency, will be used.
  - c. Command Policy Memorandums will show the proponent's office symbol below the DOD seal and not require a by-name POC. Proponent office telephone numbers, email, facsimile information can be inserted. Command Policy Memorandums will be prepared in Times New Roman font, 12-point, without the right margin justified
3. Staff proponents will not recommend publishing Command Policy Memorandums on subjects that may be more suitable for issue as a staff memorandum (figure 1), e.g., short term/permanent requirements, etc. Staff memorandums covering specific topics or areas will show that they will expire one year from the date of issue. They will be numbered and signed by the CS.
4. Internally generated staff policies will be issued as informal memorandums (figure 2), printed on plain bond paper, be numbered and expire one year from issue date. Proponents issuing informal memorandum policies will maintain record files to manage their use and ensure they remain relevant and current. Primary staff directors will sign their internally generated Memorandum for Record (MFR). MFR for Special and Personal staff will be signed by the CS.

Enclosures  
Figures 1-2, as



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IMEU-HEI-DOL

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Heidelberg S4/DOL Staff Memorandum # 05, Procedure for Issue of Blocking and Bracing Materials

This memorandum expires one year from date of publication

1. Reference Memorandum, HQ, 21<sup>st</sup> TSC, AERLO-SPO, 20 May 2005, subject: BB&T Request Procedure.

2. This is a sample for the publication of a staff memorandum by the USAG Heidelberg S4/DOL.

a. Staff memorandums may be issued for subjects that are short term or permanent requirements. They will be numbered and signed by the USAG Heidelberg Chief of Staff.

b. At the staff level, memorandums are commonly used for the management of a functional area. Because staff memorandums are often published to addressees outside of the headquarters, 'REPLY TO ATTENTION OF' used to the right of the DOD seal is optional.

3. Staff memorandums can reflect office telephone numbers for coordination or contact purposes. Individual names will not be used.

4. The format for memorandums will comply with the provisions of AR 25-50, Preparing and Managing Correspondence.

FOR THE COMMANDER:

2 Encls

1. 21<sup>st</sup> TSC Memo, 12 Oct 02
2. BBPCT listing

XXXXXX X. XXXXX

Chief of Staff

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Figure 1, Sample Staff Memorandum to the SAG Heidelberg Standing Operating Procedure # 01S, Command Policy Memorandums

IMEU-HEI-DHR

MEMORANDUM FOR Staff Members, USAG Heidelberg S1

SUBJECT: Staff Policy, Submission of Leave Requests by S1 Personnel

This memorandum expires one year from date of publication

1. This is a sample for the publication of an internal policy memorandum issued by the USAG Heidelberg S1.

a. Format follows guidance provided at figure 2-15, page 23, AR 25-50, Preparing and Managing Correspondence.

b. Include a point of contact and telephone number in the last paragraph.

2. Prepare the informal memorandum on plain white paper, without letterhead.

XXXXXX X. XXXXXXXXX  
S1

Figure 2, Sample Informal Memorandum to the SAG Heidelberg Standing Operating Procedure # 01S, Command Policy Memorandums